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VACANCY ANNOUNCEMENT FOR PEI Communication Coordinator

Location:	Vientiane Capital, LAO PDR,
Application deadline:	13 th January 2012
Type of Contract:	Issued by project (long term with probation period)
Languages Required :	English / Lao
Starting Date :	February 2011
Duration of the Contract :	6 months(full time), renewable

Background

Through the joint UNDP-UNEP Poverty-Environment Initiative (PEI), UNDP is supporting the Government of Lao PDR to implement PEI Framework which aims to strengthen capacity of targeted central and provincial authorities to integrate poverty-environment concerns and opportunities in key development planning processes. The PEI program is looking to recruit a full-time communications coordinator to manage and implement the PEI communications strategy and support a targeted program to support transfer of research results to inform policy decisions in Lao PDR.

Duties and Responsibilities

The Coordinator is responsible to revise, manage and implement the PEI-wide communications strategy which has the following objectives (60% of time):

1. Raise awareness about Poverty-Environment linkages among key decision makers to direct policy making towards sustainable investment management;
2. Enhance engagement between PEI and government counterparts across all outputs to ensure continued consideration of Poverty-Environment issues within the respective government departments, and to increase collaboration/coordination between the outputs;
3. Increase information exchange on key themes and activities of PEI Lao with other stakeholders in-country and globally, UNDP Lao, potential donors, and other International organisations or NGO's working in Laos; and reporting to UNDP-UNEP PEI global.

The Communications Coordinator is also responsible for effective transfer of information from research conducted across PEI outputs, particularly from the PEI-NERI (National Economic Research Institute) component, to inform targeted policy decisions (40% of time). The tasks include, but are not restricted to the following:

- Consult PEI project team for revision of the existing PEI communications and outreach strategy for implementation in PEI Phase II across 2012-2015, and develop annual work plans;
- Identify key messages of PEI program in consultation with key stakeholders, and develop appropriate communication materials in Lao and English;
- Design a cohesive PEI-wide design for communication materials (brochures, factsheets, posters);
- Prepare and support press releases across all outputs, in Lao and English;
- Promote the use of media for reaching out to general public (newspaper, TV, website and others);
- Prepare a dissemination strategy to distribute PEI reports and research results targeting decision-makers and other stakeholders;
- Provide targeted programmatic support to PEI-NERI component, including development of short papers/ briefs/ reports;
- Any other tasks as assigned

Expected outcomes / results

To manage and implement the PEI communications strategy and support a targeted program to support transfer of research results to inform policy decisions in Lao PDR.

Qualifications and experience

- Post graduate qualification preferred but not essential. The Coordinator should have a university degree in Environmental Education, Communications, journalism, or similar subject.
- At least 2 years relevant work experience required, preferably with international organizations. Sound knowledge of poverty and environmental issues in Lao PDR is required.
- Strong communication skills with ability to express ideas clearly, both orally and in writing; Demonstrated experience in developing communication products
- Excellent coordination skills, with ability to work under pressure and handle multiple activities and projects concurrently,
- Knowledge of UNEP, UNDP and the UN system, including the UN common country programming process an advantage;
- Fluency in spoken and written English is essential; Full computer literacy;
- Ability to travel on demand; Ability to translate from English to Lao and vice versa is an asset;
- Lao National only.

Duty Station: National Economic Research Institute, MPI, Vientiane Capital

Detailed job description available at: <http://www.undplao.org/vacancies/>

Applicants are requested to send electronic versions of:

1) Cover letter stating their interest in and qualifications for the job; 2) Current and complete C.V. to:

Email: t.soukhamthat@neri.gov.la or to Development Research Division – National Economic Research Institute, Vientiane, Telephone: (856 21) 711 418 Fax: (856 21) 711 181, indicating on the email title: **"Application for PEI Communication Coordinator"**

Female candidates are encouraged to apply. Applicants will be contacted only if under serious consideration.